

When Filing The Employee Leasing Application, Please Attach The Following:

- ☐ Completed and Signed application forms
- ☐ \$100 Application Fee (Non-Refundable)
- ☐ \$500 or greater License Fee (1 year) or
\$1000 or greater License Fee (2 years) (Renewals after 5 years and greater only)
- ☐ A description of the business conducted by those individuals in paragraph 2 during the 5 (five) years immediately preceding the date of application.
- ☐ Criminal Record Release Authorization Forms for each individual in paragraph 2 of the application. You can download the form from the Department of Safety website at <http://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/> - Criminal Record Requests. The form(s) and records fee must be attached to the leasing application when submitted to the NH Department of Labor.
- ☐ A document signed by the parent company agreeing and guaranteeing the direct payment of benefits if the applicant fails or defaults in its obligation to do so. (Subsidiaries only)
- ☐ A copy of the applicant's workers' compensation policy covering all leased employees of the applicant.
- ☐ A list of clients with their name, business address, FEIN, number of employees in NH and name of workers' compensation carrier
- ☐ Evidence satisfactory to the commissioner that any health insurance benefits covering leased employees are provided pursuant to provisions of RSA 277-B:11, II.
- ☐ An audited financial statement prepared by an independent Certified Public Accountant in accordance with generally accepted account principles within twelve (12) months prior to the date of application which statement shall show a minimum working capital of \$100,000 per RSA 277-B:6, I
- ☐ Quarterly Tax Certification from a Certified Public Accountant per RSA 277-B:6,III (Renewals only)
- ☐ A copy of the employee manual provided to the leased employee outlining the terms and conditions of employment with the leasing company per RSA 277-B:9, I(i)
- ☐ A complete description of the employee grievance system required by RSA 277-B:I(j)
- ☐ Confirmation from home state, if other than NH, that the leasing company is in good standing.
- ☐ A copy of the applicant's license issued by its State of domicile, if the applicant is not a NH resident or domiciliary.
- ☐ Certification that the applicant does not conduct a temporary help service through the same entity as the applicant's employee leasing company.
- ☐ Letter of Good Standing from the NH Department of Employment Security
- ☐ Letter of Good Standing from the NH Department of Revenue regarding Business Profit Tax
- ☐ A Surety bond in the sum of \$100,000
- ☐ Any open or unpaid Civil Penalties or violations with Coverage Unit or Inspections

Date Received Application _____
Date Reviewed Application _____
Date Approved _____
License Number _____